



*Chairman Brandon Ganaishlal - District Manager William Rivera*

## Executive / Operations Committee Summary

**November 18, 2019 – 6:30PM**

**Board Members Present:** Chairman Brandon Ganaishlal, 1<sup>st</sup> Vice Chair Mohammed Mujunder, 2<sup>nd</sup> Vice Chair Lisa Diaz, Treasurer Henry Pelayo, Secretary Angel Martinez, Danny Porro, Victor Cordero & DM William Rivera.

- **Old Business / DM Update**
  - A. Office Relocation / Design Update: DM Rivera informed committee that the contractor secured the work permits and hopes to start officer re-build by the end of the year. The DM will be working with the contractor, landlord & DCAS on the planning and final design & equipment phases.
  - B. CB9 Annual Dinner: Committee discussed the success of our dinner Nov. 1 and suggestions for next year.
  - C. PARs & Increase: The PARs and increases went into effect for office staff and were discussed.
  - D. Senior Connect: DM updated committee on plans for November & December Senior Connect. Since its holiday months the production will be enhanced.
- **New Business / DM Update:**
  - A. District Needs Statement (DNS): DM informed the committee that the DNS will be submitted this week and announced at our next general board meeting.
  - B. Sexual Harassment Training (SHT): This training is mandatory for all BMs and the deadline is at the end of December. Board Members are encouraged to our contact office and make an appointment to take training.
  - C. Vice Chairs: All committees have a Vice Chair assigned except youth & education and Parks. The committee discussed having these slots filled by next Executive Committee Meeting.
  - D. Disciplinary, Veterans & Mental Health/Disability sub-committees: The Executive Committee discussed and unanimously voted to create a disciplinary sub-committee under the Executive Committee and Veterans & Mental Health/Disability sub-committees under the Social Services Committee. This will be brought to the next full Board for a vote.
  - E. Announcements: COIB Training @ Bronx BP Office 11-19-19 (Chairman & Treasurer will attend) & Borough Board Meeting @ Bronx BP Office 11-21-19 (1<sup>st</sup> Vice Chair will attend)
  - F. Special Pay for Christmas & New Year's Eve: Committee voted unanimously to close office and give staff special pay on December 24 & December 31.
  - G. College Aide Position: The Committee went into executive session to discuss this personnel matter in detail. A job announcement was posted for 2 weeks and 3 resumes were received. One was rejected because of a conflict of interest. One failed to respond for an interview request and the third was interviewed. The committee unanimously voted to hire Sabrina Talukder, as a part-time College Aide effective immediately (pending paperwork) till the end of the fiscal year.
  - H. Draft General Board Meeting Agenda: Committee discussed and approved November's General Board Meeting.

**Meeting Adjourned: 7:30 PM.**

Summary drafted by CB9 Office Staff

*\*Full audio recordings of any CB9 public meetings are available for review, please contact our office for more information.*